

eCapitol

Capitol News Now

- To be done daily (only published on eCapitol M-Th – some Holidays and days surrounding them do not have publications)
- This needs to be done the morning after it is published because it changes between the time they first put it and the next morning (often changing several times).
- There is a Capitol News Now folder in the Commissioner Share Drive
- Steps to make CNN for IRENE:
 - Convert the webpage to pdf
 - Add this phrase to the bottom of every page: “Used and printed with written permission of ©2010-17 ecapitol LLC.” This must be done, as it is part of our agreement with eCapitol in order to be able to publish it on IRENE.
- I have included screenshot directions for creating a CNN for IRENE and an example of one for you to view.

eCapitol Renewal

- eCapitol renewal information is in the Capitol News Now folder marked “eCapitol Funding Information.” Renewal must be paid by July 1st each year in order to qualify for the early bird discounted rate. In order for it to be paid by then, you will need to get the process going as soon as they send you the updated invoice for the coming year.
- This eCapitol Funding Information can be used in your p-card documentation folder for the purchase in Works.

eCapitol User Agreement

- General Counsel (Don Maisch) and Chief Operating Officer (Deborah Nichols) need to approve the user agreement before you agree to it.
- This will pop up one day without warning and, before you proceed on to the eCapitol site, you will have to agree to it. **DO NOT AGREE** until you have okayed it with GC (General Counsel) and the COO (Chief Operating Officer).
- Copy and paste it into an email and send to GC and COO. Let them know you need them to review quickly so you can access eCapitol.
- GC and/or COO might request you take further action once you send it. Follow up accordingly.
- It will look something like this (no need to read it all now, I just added this so you can recognize it when it comes up). Scroll quickly through the subscriber agreement if you like, but there is additional information below it that you need to read.

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12. **User(s).** Unless otherwise provided, this Agreement includes one, single user eCapitol login license for Subscriber. Subscriber agrees to inform all of its applicable employees and agents that the information retrieved from the eCapitol on-line system is subject to restrictions and limitations in use and may not be misused as set forth in Section 2. Subscriber shall inform all such persons of such restrictions and limitations and further agrees to be responsible for the use of its account, the Website and the Materials, and Subscriber shall cause any misuse to cease upon discovery of the misuse. If Subscriber elects to contract for multiple user access, eCapitol shall provide Subscriber with a separate identification (ID) and password for each on-line subscription to Subscriber. Billing for on-line services will be determined by ID's utilized for accessing the on-line systems. Subscriber is responsible for the security of its ID's. Subscriber agrees to pay all charges incurred by any user utilizing ID's assigned to Subscriber. Subscriber shall not reveal, share, disclose, or otherwise allow others to use the ID or password. Subscriber shall not sell or charge others for the right to use the account, or otherwise transfer the account.
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16. **General.** Neither this Agreement nor any part or portion hereof may be assigned, sublicensed or otherwise transferred by Subscriber without eCapitol's prior written consent. Such consent may be withheld for any reason. Should any provision of this Agreement be held to be void, invalid, unenforceable or illegal by a court of competent jurisdiction, the validity and enforceability of the other provisions will not be affected. Failure of eCapitol to enforce any provision of this Agreement will not constitute or be construed as a waiver of such provision or of the right to enforce such provision.
17. **Governing Law and Venue.** This Agreement shall be construed and governed by the laws of the State of Oklahoma applicable to contracts made entirely within Oklahoma and wholly performed in Oklahoma, without regard to conflict of law principles. The sole jurisdiction and venue for any dispute arising out of this Agreement shall be the District Court of Oklahoma County, State of Oklahoma, and Subscriber hereby consents and submits to the personal jurisdiction of such court for the purpose of litigating any such dispute.
18. **Attorneys' Fees and Costs.** In the event that either party brings an action to enforce its rights under this Agreement, then the prevailing party to that action shall be entitled to recovery of its reasonable attorneys' fees and costs. Furthermore, Subscriber agrees to pay all costs of eCapitol, including actual attorneys' fees, in collecting amounts owed by Subscriber under this Agreement or otherwise enforcing its rights under this Agreement or applicable copyright and intellectual property laws.
19. **Notices.** All notices will be directed to eCapitol, LLC, at Customer Services, P.O. Box 3366, Oklahoma City, Oklahoma 73101-3366, and to Subscriber at the address on the Invoice.

- Once Don and Deborah have agreed to the terms and given you their blessing to accept the terms you may do so.
- Also, once the calendar year changes over, you will need to change the bottom of the Capitol News Now disclaimer to include the new calendar year (in this case, change 2017 to 2018).

Tracking Lists

- The Director of the Office of State and Federal Policy (Brian Downs) will develop (possibly with your assistance) tracking lists for the legislative session.
- Lists will (possibly, depending on the Director's preference) be set up by Deputy Commissioners, COO, and State Epidemiologist.
- There will also be a master tracking list for the entire agency for bills that will be posted on IRENE (with author, status, and paraphrase of the bill) after each major deadline.
- Brian Downs will guide how all of this looks. His communication style will affect this process.

Policy Committee Reports

- This happens each Friday during legislative session.
- The Policy Committee Report (PCR) goes out every Friday to a designated list of recipients.
- You will work with Brian Downs, The Director of the Office of State and Federal Policy, to develop the distribution list for this report. Nobody should be added to the weekly distribution list without his permission.
- You will add the PCR to IRENE (pdf version works best on IRENE) at this site: <http://irene/coo/Policy%20Committee%20Report/Forms/AllItems.aspx>. To distribute the PCR internally (to the predetermined list of recipients) you will copy and paste the IRENE link and send it to them via email. Only those who have access to this portion of IRENE will be able to access this report.
- In addition to the key stakeholders internally, VaLauna will distribute the PCR to the Board of Health. When you send the link to the PCR on IRENE, you will send VaLauna a pdf through email so they can access the report that way. *You might want to touch base with her though about this detail. Now that the BOH (Board of Health) members have Surfaces, it might be feasible to add them to the IRENE list. You and VaLauna will hash that out later though since this will be the first session in which Board members have Surfaces and access to IRENE.
- After a major deadline, I typically wait until the following Monday to do the report (instead of the usual Friday) because it takes eCapitol the entire weekend to update all the bills when a major deadline happens. If you create and send the report on a Friday after a major deadline, it will result in outdated and incorrect information being sent to key stakeholders within the agency as well as the Board members.
- Although it is not part of the PCR, it is good to update and post the IRENE tracking list bills to IRENE for the agency at large to remain abreast of the important goings on related to our agency and, many times, their specific areas. I have attached an example pdf of the Excel spreadsheet I keep for that purpose. It is updated every time a major deadline has passed once all updates have been input in the eCapitol system.
- To create the Policy Committee Report, log on to eCapitol, click on the “Reports” button (far left side, 8th one down), click on “Tracking List Reports,” click on “Bill Portfolio,” then choose the list you want to add to the report.
- You will copy the bill report (from the number of bills to the bottom of the report) and paste it into the template. Directions for accessing the template are found below.
- The template for the entire report can be found in the Commissioner Share Drive in the Budget and Legislation folder, in the Legislation subfolder, in the 2017 sub subfolder, in the Policy Committee Report sub sub subfolder, choose the word doc labeled PCR Blank Template with Budget Bills. If we are far enough into session to have budget bills you

will include that piece. If we have not made it far enough to have budget bills yet, you will remove that piece until you do. Brian will give you direction for when it's time to add budget bills in.

- To access examples of a completed Policy Committee Report you can go to this site (once you have been granted permissions – Dawn Plumb can grant you permission to that part of IRENE).

<http://irene/coo/Policy%20Committee%20Report/Forms/AllItems.aspx>

- This is where you will add the completed PCRs.
- I typically copy and paste the direct link to the PCR for that week so Senior Leadership does not have to wade through the COO site to the Policy Committee Report library to find the current PCR. Example given here (click to see the direct link to a PCR):

<http://irene/coo/Policy%20Committee%20Report/Policy%20Committee%20Report%20April%201,%202016.pdf>

http://www.ecapitol.net/pageone.wcs

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heather@ecapitol.net to get it set up today!

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Shawn Ashley @eCapitol_Shawn

OKs are more likely to participate in fishing and camping than the average American, according to a report from the Outdoor Industry Assoc

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News Stories

Five-year testing contract approved by BOE

07/27/2017 (eCap) A new five-year testing contract for grades three through eight was approved Thursday by the Board of Education. The amount paid to the testing company is undisclosed, per state law. The nam... [MORE]

Related Bills: HJR1028

Related Committees: Career & Technology Education, Education Department, Educational Quality & Accountability, OMES, Regents for Higher Ed

BOE approves more than 600 emergency certificates, more expected in August

07/27/2017 (eCap) The State Board of Education gave its approval to 631 emergency teaching certificates Thursday, more than double the amount of certificates granted last July. At

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Capitol News Now

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56th Legislature - Wednesday, July 26, 2017

Senator to look at ramifications of filing unconstitutional bills through interim study
(eCap) In the wake of recent bills many argue to be unconstitutional, Sen. Kay Floyd hopes to shine a light on the ramifications, both monetary and nonmonetary, of filing legislation primed to be [\[MORE\]](#)


OAC releases preliminary figures of economic impact report
(eCap) The Oklahoma Aeronautics Commission (OAC) released preliminary information regarding the economic impact of the industry in the state, showing aviation and aerospace as the number two economic [\[MORE\]](#)

Cleveland: DOC community-placement plan 'good idea'
(eCap) House Public Safety Committee Chair Bobby Cleveland expressed support Tuesday for a Department of Corrections plan that would move some low risk offenders out of state prisons and place them [\[MORE\]](#)

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Quote of the Day
"I think it's a great idea. We've got to do something."
Rep. Bobby Cleveland,
R-Slaughterville

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Darwin Maxey, Publisher
Shawn Ashley, News Director

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Senator to look at ramifications of filing unconstitutional bills through interim study

(eCap) In the wake of recent bills many argue to be unconstitutional, Sen. Kay Floyd hopes to shine a light on the ramifications, both monetary and nonmonetary, of filing legislation primed to be challenged in the courts and ultimately hurting Oklahoma's image.

IS-S-2017-008 does not represent the first time Floyd, D-Oklahoma City, attempted to gain a better understanding of potential fallout from moving forward with unconstitutional measures. She said in an interview Tuesday she requested a study on the topic at least three or four times during her time with the Legislature, all of which were either rejected or not heard.

On researching the matter herself, Floyd said she looked back as far as 10 years ago when Democrats held the majority at the Capitol to a gain a nonpartisan perspective on the issue at hand.

"I found 20 to 22 pieces of legislation that were signed into law and appealed as unconstitutional," she related. "Sometimes it was a district court, sometimes it was the Tenth Circuit (Court of Appeals), sometimes it was the appeals court (and) sometimes it was the Oklahoma Supreme Court."

She surmised, "It's not just one court that's doing this. I think that we as a Legislature need to know, and the people of the state have the right to know, how much that costs."

During the 2017 legislative session, the Legislature passed a handful of key bills set to generate millions of dollars of revenue to be used to balance the fiscal year 2018 budget; four of which are being challenged as unconstitutional. The Oklahoma Supreme Court will hear oral arguments Aug. 8 in three lawsuits on the measures.

Should these measures be struck down, legislators are expected to return to the Capitol for a special session to pass the measures constitutionally, adjust the FY2018 budget or both. A special session typically costs \$30,000 per day.

Floyd said controversial, unconstitutional measures also spoke to monetary concerns in both direct and indirect ways such as Senate Bill 1619 from 2016 which would have allowed public school students or their parents to request special accommodations because of their religious beliefs so they would not have to share bathroom, changing or locker room facilities with transgender students.

Floyd recalled extensive debate and discussion on the measure in both committee hearings and on the Senate floor.

"I think I remember, all total, that whole issue took about four hours of our time and it was the last few weeks of session in 2016," she said. "That was time we didn't have to spend on an issue that had already been decided in other states."

According to a report commissioned by the Tulsa Regional Chamber, the Legislature earned \$50.9 million worth of bad press the last two weeks of the 2016 session due to stories relating to the transgender bathroom bill, education funding and the state budget.

"That's a serious monetary issue in our state," she said, arguing businesses not only across the country but around the world

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Quote of the Day

"I think it's a great idea. We've got to do something."

Rep. Bobby Cleveland, R-Slaughterville

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could be deterred from moving to Oklahoma due to bad publicity.

"It costs the state monetarily from a business standpoint too," Floyd elaborated. "It's not just the cost of the legislation and appealing it and going through the court system. It's a cost to the perception of the state of Oklahoma to business entities all over the country."

From a nonmonetary perspective, Floyd said her growing concern was the erosion of people's faith in the government when elected officials consistently pass bills that are challenged and, in some cases, overturned.

"Our primary responsibility to the people of Oklahoma is to be lawmakers and when we are passing these laws that are being held unconstitutional that erodes the public's perception of us being able to do our job," she said.

She clarified she could not speak to the motivations of her colleagues when they propose potentially unconstitutional measures, noting vigorous debate on the constitutionality as some bills move through the legislative process. She added the Senate Democratic Caucus does not let a constitutionally questionable bill move forward without first asking questions and debating it.

"If we see one we think is unconstitutional, we bring that up," Floyd explained, adding she believes the Republicans do to the best of their ability as well.

Floyd's study was sent to the Senate Appropriations Committee, chaired by Sen. Kim David, R-Porter. Floyd said she had yet to speak with David about allowing the study to proceed, but noted she found David to be reasonable and always open to hearing all sides of an argument.

"I'm going to be very clear that this is not a partisan situation," Floyd said, elaborating on her future discussion with David. "This is an ongoing issue we need to look at."

Floyd said, should the study be advanced, her ultimate goal would be more scrutiny on the front end of the legislative process when it came to moving clearly unconstitutional language forward, such as measures that mirror bills adjudicated in other states.

"Those bills need to be scrutinized," she surmised. "Not as a chilling effect on filing it...file it, but let's look at it and sometimes you can change the language and avoid the problem."

[\[LESS\]](#)

OAC releases preliminary figures of economic impact report

(eCap) The Oklahoma Aeronautics Commission (OAC) released preliminary information regarding the economic impact of the industry in the state, showing aviation and aerospace as the number two economic generator behind oil and gas.

"I know this puts us solidly at number two in terms of economies in Oklahoma, and probably sometimes number one when oil and gas is having a little dip," said Manager of the Airport Development Division Grayson Ardies during the July 19 Commission meeting. "So aviation and aerospace is very important to the state. We have diversified our economy in terms of our employment and economic impact."

A press conference will be held Aug. 14 at the Oklahoma History Center where full details of the study will be provided to the public by Gov. Mary Fallin.

Ardies said the study has been an ongoing effort for two years, collecting information about the industry's three key contributors: 109 public general aviation and commercial airports, off-airport employers engaged in aviation/aerospace, and military aviation.

Some preliminary numbers were shown to commissioners, showing military aviation to be the top revenue-generator in the industry. Military aviation alone brings in a total economic activity of \$19.3 billion, with \$4.7 billion in payroll for 72,648 employees

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and about \$14.6 billion in spending.

"Obviously Tinker (Air Force Base) makes up a lion share of the economic impact...but Altus and Vance are certainly contributing a large economic impact to western Oklahoma," said Ardies.

Tinker contributes \$13.2 billion in total annual spending, with an annual payroll of \$3.9 billion and nearly 57,000 employees. In comparison, the next largest is the Altus Air Force Base with a total employment of 8,881 and an annual payroll of \$470 million with total annual spending at \$767 million.

Vance Air Force Base has a total employment of 6,510 with a total annual payroll of \$201 million and \$624 million in annual spending. Lastly, the Oklahoma Air Guard's 557 total employees receive \$21.3 million annually with total spending at \$11.2 million.

All 109 airports included in the study show total employment at 74,002 with an annual payroll of \$3.6 billion and annual total economic activity of \$10.6 billion. Lastly, the off-airport aviation/aerospace employers contribute \$13.9 billion annual in economic activity, with nearly 60,000 employees.

Ardies said once the study is released in August, OAC intends to take a statewide tour to areas that have more prominent, economic impact from the aviation industry like Enid, Ardmore, Tulsa and Guymon.

The intent is "to ensure that communities understand how to use this study and that aviation economics in their community is a very large and important piece," said Ardies.

One of the prime things for this study is not just getting the numbers. You don't just want to have numbers and then set them on a shelf. You want to have numbers and be able to use those numbers, understand those numbers," he said.

[\[LESS\]](#)

Cleveland: DOC community-placement plan 'good idea'

(eCap) House Public Safety Committee Chair Bobby Cleveland expressed support Tuesday for a Department of Corrections plan that would move some low risk offenders out of state prisons and place them in their communities to be monitored or supervised for the remainder of their sentences.

"I think it's a great idea. We've got to do something," Cleveland, R-Slaughterville, said after Tuesday's meeting of the Board of the Corrections.

At that meeting, Department of Corrections Director Joe Allbaugh and director of Population, Programs, and Strategic Planning Laura Pitman outlines the concept for a program that would allow inmates within 18 months of their release date, who qualify for minimum security, who have no sex offense convictions and no violent offenses based on current statute, who are no in another community-based program such as GPS monitoring, who have no active victims protective orders outstanding, and who have no misdemeanor domestic violence offenses to return to their communities to serve out the remainder of their sentence under some sort of monitoring or supervision program.

Allbaugh and Pitman said the program would be a way to deal with prison overcrowding. Pitman reported Tuesday that 1,631 offenders sentenced to DOC custody were sitting in county jails at the end of June, awaiting transfer to beds that did not exist. At that rate, the state could pay \$16 million to counties over the course of the fiscal year, Allbaugh said.

"If these people meet the criteria...I think it's a good idea," Cleveland said.

"Really, we have no choice here," Cleveland added. "We have a big back-up in the jails that is going to cost of millions of dollars, so they are looking for an avenue to addresses that."

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Cleveland stressed that the program, if implemented, would focus on those not long from being release. "Those guys are going to get out anyway. This way they are going to be monitored very closely. It's not like an early release (program) where you just get out. These guys mess up, they are coming back."

According to Allbaugh, approximately 94 percent of those serving prison terms will one day be released.

Cleveland acknowledged there will be some who will view the program as an early release program and will be critical of it.

"I'm sure (there will be). There's always negative people in everything and try to make it out that we are letting out murderers, rapists and child molesters. But that's not the case. These people are going to be getting in the next few months anyway."

Cleveland attended Tuesday's Board of Corrections meeting with Rep. Greg Babinec, R-Cushing. The two men were named co-leaders Tuesday of the House Republican Caucus working group on public safety and corrections by House Speaker Charles McCall, R-Atoka. The working groups will develop the caucus' agenda for the 2018 legislative session.

Allbaugh and Pitman said they hope to bring a complete proposal to the board for its consideration in September. Allbaugh said he hoped to see the program implemented before the end of the year.

[\[LESS\]](#)

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Employee Activities Council

Employee Activities Council

- Floritta Pope (55693) and Sarah Waters (57928) Co-Chair this group
- This group is meant to boost morale, encourage healthy lifestyles in the workplace, and recognize employees for outstanding performance
- Meetings are typically once a month on the second Thursday of the month (this might be moving to the first Thursday of the month soon)
- Once a quarter, you will vote on Employee Recognition Awards
- There are four categories of awards

(http://irene/coo/EAC/Lists/EmployeeNomination/ERA_FormPublicView.aspx)

- Employee of the quarter
- Commendation Award
- Community Service Award
- Teamwork Award
- *Well to the Core nominations

(<http://irene/coo/EAC/Lists/Well%20to%20the%20Core%20Nomination/AllItems.aspx>) are for employees who exhibit physical, mental, and/or financial fitness. It doesn't fall under the ERA like the other four exactly, but it is also recognized. There is potential for it to be moved under the umbrella of the other four and just have five. That is due to low nomination numbers for Well to the Core nominations.

- Annual Employee Recognition Awards
 - From the quarterly winners, annual winners are voted on and selected
 - These awards are presented at the May BOH meeting so Board members may attend
 - A reception is planned and hosted by EAC
 - You will likely be available to help with the planning and preparing in advance, but the day of the Board meeting/awards reception, you will likely be tied to your desk due to the all-hands-on-deck protocol for Board meeting days

Expanded Leadership

Gathering Agenda Items

- The first week of the month, you will send a mass email out to all of Expanded Leadership (I will send you that distribution list) *example email attached
- Give a deadline date for agenda item submissions with enough time remaining that you can get the items approved/disapproved in a timely fashion
- Ideally, the finalized agenda will be sent out (in pdf form) to all of Expanded Leadership precisely one week before the meeting
 - The agenda helps them decide whether or not they will attend
 - You will start to get inquiries about three days out if they have not received it
- If it is a week out and you still have not received approval of the agenda, follow up accordingly
- Sometimes there are last minute changes which result in pushing the electronic delivery of the agenda to a day or two before the meeting
 - This should only be done in extreme circumstances (VaLauna and Diane can provide guidance on that piece)
 - Keep following up, as appropriate, with the member of Senior Leadership who will be leading the meeting for approval (the SL member who is leading the meeting is the one who approves the agenda)
- The meeting is slated to last from 9:00 to 10:00 a.m. so keep that in mind as you create the agenda

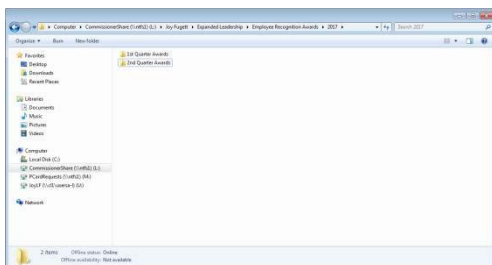
Service Awards

- Each month, employees who are having their 5-year increment service anniversaries will be offered the opportunity to be honored in the Expanded Leadership meeting
- Shelly Munguia from HR will send you the list of recipients (one quarter at a time)
- Contact the potential recipients (for the month) the first week of their anniversary month
 - Set their decision deadline for the middle of the month (you will need to do some follow up because many will forget to respond)
 - It could take two or three follow up reminders for those who haven't answered
 - Surveyors and other people who are in the field are often not able to answer you in a timely fashion (sometimes if it gets too late in the month, I will touch base with their supervisors to see if they know whether or not they plan to attend)
- Recipients receive a certificate (those will be delivered by Stephanie Greene from HR) that you will put in a certificate holder (when you run out those can be ordered from the supply repository downstairs – keep plenty on hand for two months out in case they need to be ordered by the supply keepers)
- They also receive a pin that indicates their number of service years

- If they attend in person, they are presented with both of these at the meeting and their picture is taken with the member of Senior Leadership who is leading the meeting
- Pictures are posted to the basement tv downstairs following the meeting (follow this link to request pictures be posted:
<http://irene/coo/Communications/Lists/Basement%20Slideshow%20Request%20Form/AllItems.aspx>) *see power point below
- You will notify the supervisors of the people who choose not to attend (you will get those names from the recipients) to pick up the certificate and pin to present to the recipient in a more private setting (*Set a concrete date for pickup of those items or they will sit on your desk for a very long time and require you send out many reminders)
- If you are amenable, you can gather quotes from people who are attending the meeting to receive their service awards (optional for them)
- I use these quotes as inspirational material for people to read on the looping power point that plays before the meeting (see power point below)
- I also give fair warning about what to expect for people who are attending to receive awards in person (see email below)

Employee Recognition Awards

- Once a quarter Employee Recognition Awards are given out
- The Employee Activities Council collects nominations then collectively votes on awards
 - Employee of the Quarter
 - Community Service Award
 - Commendation Award
 - Teamwork Award
 - See EAC IRENE page [here](#)
 - Nomination forms [here](#)
- Once Employee Recognition Award Recipients have been chosen, Sarah Waters will notify you of the recipients
- You will make a certificate for each of them to present in the Expanded Leadership meeting for that month (the certificates are in the following folder and can be used as templates: Commissioner Share Drive, Joy Fugett, Expanded Leadership, Employee Recognition Awards, 2017)



- This always pushes back the timeline for the EL agenda to go out (though EAC might be moving their meeting up a week to help with the EL timeline)
- If it takes too long, send out the agenda with “TBD” listed for the recipients (not ideal, but many times it can take until the afternoon before the meeting to get the list due to the timeframe for voting in EAC)
- Agendas never go out without approval by the member of Senior Leadership who will be leading the Expanded Leadership meeting (Dr. Cline leads unless he has a conflict)
- Follow up with recipients (however you see fit) to take stock of who is coming to the meeting in person, who will attend via video conference, and who will not be able to attend
 - The EL presenter likes to know this information since they are presenting the awards
 - Also, collect phonetic name spellings for the names that might be difficult to announce – they like to get them correct
 - Send recipients basic information about the meeting (see example email)
 - Have those attending in person check in with you as they arrive

Presentations

- Many people will have Power Point presentations when addressing the group
- Have them email their PPs to you the day before
 - I embed their PPs into my own for easy flow of the meeting
 - You will have to save the presentations (yours and theirs) to the desktop in Room 806 (make sure the hyperlinks in your PP have the links to the presentations on the desktop there NOT your laptop or they won't pull up)
 - It helps to have a backup in case your Plan A isn't executable the day of the meeting (if you email all of them to yourself in one email, that makes for easy access from the desktop when you are logged in under your name)
 - It helps to test everything out the day before and again the morning of – just because it works the day before does not mean it will work the day of the meeting
 - Having a Plan B is always good for each aspect of your job
- Make sure you clearly communicate how much time people are allotted for their presentations
 - When they first submit an agenda item, ask them their estimated time frame (this doesn't guarantee they will get that amount of time)
 - Once the agenda is finalized, let them know how much time they have been allotted

- Specify whether or not their allotted time includes questions after the presentation (I have found it to be easier to give them a time with Q&A so they have a concrete ending time)

SAMPLE AGENDA

Monthly Leadership Meeting

Wednesday, July 26th, 2017

9:00 am, Room #806

Vision Statement:

CREATING A STATE OF HEALTH

Agenda

Greetings & Announcements: Dr. Cline

Employee Recognition Awards: Dr. Cline

Central Office Awards

Award	Recipients	Location
Teamwork Award	Barbara Ballinger, Samuel Cannella, Richard Clark, Corey Colen, Keith Daniels, Danielle Durkee, Diana Foster, Leeta Harris, and Sterling Sutton	Consumer Health (PHS)
Community Service Award	Fahad Khan, Christin Kirchenbauer, Robert Miner, Debra Shandy, and Stephanie U'Ren	Center for the Advancement of Wellness
Commendation Award	Floritta Pope	Chief Operating Officer's Office
Employee of the Quarter	Dawn Plumb	Informatics

County Awards

Award	Recipients	Location
Teamwork Award	Lora Haworth, Mariah Allar, Patricia Schlueter, Tina Shumway, and Johnetta Webb	Parent Pro, Pittsburgh CHD
Community Service Award	Bonnie Payne	Canadian CHD
Commendation Award	Jennifer Rand	Garfield CHD
Employee of the Quarter	Julie R. Smith	Pittsburgh CHD

Service Awards: Dr. Cline

Anniversaries

Name	Location	Years of Service
Cheryl Kemp	Center for Health Innovation and Effectiveness	5
Dawn Plumb	Informatics	5
Eduardo Garza Jr.	HIV/STD	10
Jay Burgess	Office of Communications	15
Espaniola Bowen	Health Resources Development Service	20

HR Update: Kara Morrow, Borman Stell, Nduta Mbugua, and Jacqueline Pettit

Project Launch: Beth Martin and Melissa Griffin

World Breastfeeding Month: Amanda Morgan

August Retirements

Name	Division	Job Title	Years of Service
Sandra Thomas	Long Term Care	Clinical Health Facility Surveyor III	7

Remaining Expanded Leadership Dates for 2017
The next Expanded Leadership Meeting will be August 30th.

August 30th	September 27th
October 25th	November 29th

There will be no meeting in **December 2017** due to the holidays.



Cheryl Kemp

Dawn Plumb

SAMPLE Basement TV Power Point with Service and Employee Recognition Awards



Espa Bowen



Eddie Garza



Teamwork Award

Barbara Ballinger, Samuel Cannella, Richard Clark, Corey Colen, Keith Daniels,
Danielle Durkee, Diana Foster,
Leeta Harris, and Sterling Sutton



Teamwork Award

Lora Haworth, Mariah Allar, Patricia Schlueter,
Tina Shumway, and Johnetta Webb



Fahad Khan, Christin Kirchenbauer, Bob Miner,
Debra Shandy, and Stephanie U'Ren



Bonnie Payne

Community Service Awards



Commendation Awards

Floritta Pope and Jennifer Rand



Employees of the Quarter
Dawn Plumb and Julie R. Smith

Expanded Leadership

June 28, 2017

- Greetings and Announcements: Deborah Nichols
 - Anniversary Service Awards: Deborah
 - CDC National Program of Cancer Registries, Registry of Distinction: [Derek Pate](#)
 - NAACCR Gold Status: Derek Pate
 - IT Project Requests: [Deborah Nichols and Becki Moore](#)
- SAMPLE EL Power Point - Loops before the meeting. Manually click once the meeting starts for ease of accessing presentations.



Anniversary Service Awards

Name	Location	Years of Service
Sherrie Thrower	CHIE	10
Sarah Waters	HRDS	10



Reflections

“During my 10 years at the Health Department, I have had the pleasure of working in two completely different departments – Vital Records and the Center for Health Innovation and Effectiveness. While the work in both departments has involved important services to the State, I would have to say the friendships I have had made during those years have been the most rewarding. It is so wonderful to see former co-workers in the hall, laughs and hugs, and catching up on stories about children and grandchildren. “

Thank you for 10 awesome years – Sherrie Thrower



Reflections

“It is so inspiring to see everyone work/collaborate as a team. No matter how complex the situation we strive for the best in our work and help each other achieve the best and I couldn’t ask for a better place to be.”

– Sarah Waters



July Retirements

Name	Division	Job Title	Years of Service
Thomas Cannady	Immunization Service	Administrative Assistant I	20
Linda Edmondson	LeFlore County	Registered Nurse II	16
Sandra Stinson	Grady County	Registered Nurse II	16
Carolyn Quinton	Long Term Care	Clinical Health Facility Surveyor IV	14
Marilyn Walden	McCurtain County	MCH Consultant	14



Remaining Expanded Leadership Dates for 2017

July 26	
August 30	September 27
October 25	November 29

There will be no meeting in December 2017 due to the holidays.



SAMPLE correspondence with Service Award Recipients

2-3 days prior to EL meeting.

From: [Fugett, Joy L.](#)
Bcc: [Kemp, Cheryl D.](#); [Garza, Eduardo](#); [Burgess, Jay C.](#); [Bowen, Espaniola](#)
Subject: Expanded Leadership July 26th
Date: Thursday, July 20, 2017 12:42:27 PM

Good afternoon!

We have started something new for the service award recipients in the Expanded Leadership Meetings. If you would like to submit a few words about your time here at the health department (this is completely voluntary), it will be rotated on the screen prior to the start of the meeting while people wait for the meeting to begin. I have included two examples below for reference. You can make it similar to these if you like, but try to make it your own. It just needs to be short enough to be visible on the power point screen.

Examples:

“During my 10 years at the Health Department, I have had the pleasure of working in two completely different departments – Vital Records and the Center for Health Innovation and Effectiveness. While the work in both departments has involved important services to the State, I would have to say the friendships I have had made during those years have been the most rewarding. It is so wonderful to see former co-workers in the hall, laughs and hugs, and catching up on stories about children and grandchildren. “

“It is so inspiring to see everyone work/collaborate as a team. No matter how complex the situation we strive for the best in our work and help each other achieve the best and I couldn’t ask for a better place to be.”

In addition to this, there are a few things you can expect on Wednesday. First of all, it is customary for Dr. Cline to ask you to say a few words as you get your award. For some, a simple “thank you” is what they prefer to say. For others, they mention people who have been important to them in their career here, share a fond memory, state why they have enjoyed working at OSDH, or something else along those lines. It is not necessary to prepare something ahead of time, but I find most people like to have fair warning so they aren’t caught off guard.

In addition to saying a few words, you will have your picture taken with Dr. Cline. These pictures will be posted on the basement bulletin board following the meeting (typically between one and three days). I will also send you an electronic copy.

If you have any questions between now and then, don’t hesitate to give me a call. I’m happy to help and my extension is 56353.

Thanks!

Joy Fugett, N.B.C.T, M.Ed.

Oklahoma State Department of Health
Executive Assistant, Commissioner’s Office

1000 NE 10th Street

Oklahoma City, OK 73117

405-271-8180

SAMPLE correspondence with Service Award Recipients (ASAP after notifications have been made).

From: [Fugett, Joy L.](#)
To: [Smith, Julie R.](#)
Subject: RE: 2017, 2nd Qtr Employee Recognition & Appreciation Awards
Date: Tuesday, July 25, 2017 4:02:45 PM
Attachments:

Great, thank you! We look forward to seeing and honoring you all tomorrow!

From: Smith, Julie R.
Sent: Tuesday, July 25, 2017 4:01 PM
To: Fugett, Joy L.
Subject: RE: 2017, 2nd Qtr Employee Recognition & Appreciation Awards

Hello Joy,

I will be attending in person. I also know that Mariah and Tricia from Parent Pro will also be attending.

Thank you,

Julie Smith RN, BSN

Adolescent Health Specialist
Teen Pregnancy Prevention Project
Pittsburg County Health Department
918-423-1267 ext 137
juliers@health.ok.gov

Healthy Y^{OU}th
Project

*Nearly 1 in 4 teens become pregnant
at least once before age 20*

From: Fugett, Joy L.
Sent: Friday, July 21, 2017 4:07 PM
To: Plumb, Dawn; Smith, Julie R.; Khan, Fahad F.; Kirchenbauer, Christin M.; Miner, Robert N.; Shandy, Debra L.; U'ren, Stephanie E.; Payne, Bonnie V.; Ballinger, Barbara; Cannella, Samuel; Clark, Richard; Colen, Corey M.; Daniels, Keith; Durkee, Danielle E.; Foster, Diana; Harris, Leeta G.; Sutton, Sterling W.; Haworth, Lora; Allar, Mariah; Schlueter, Patricia X.; Shumway, Tina A.; Webb, Johnetta J.; Pope, Floritta R.; Rand, Jennifer M.
Subject: FW: 2017, 2nd Qtr Employee Recognition & Appreciation Awards

Good afternoon!

I would like to congratulate you on your award! Awards will be presented in Expanded Leadership this coming Wednesday, July 26th at 9:00 a.m. in room 806. In order to be as prepared as possible for that day, please confirm with me whether you will be attending in person, attending via video

conference, or if you won't be able to make it that day.

If you are attending via video conference, make sure you have alerted Connie Hall-Jones so that your video conferencing capabilities will be set up for the meeting. For those of you attending in person, please check in with me at the table with the red tablecloth five minutes prior to the start of the meeting. Also note, we will be taking your picture with Dr. Cline during the awards presentation to be posted on the basement television. It is also possible that he asks you (or one representative if you are a part of a group award) to say a few words. This does not necessarily have to be rehearsed, but I like to give fair warning in case you want to plan/coordinate ahead of time.

If you have any questions, don't hesitate to reach out to me. I'm happy to help!

Happy Friday

Joy Fugett

56353

271-8180

From: Waters, Sarah

Sent: Friday, July 21, 2017 2:20 PM

To: Plumb, Dawn; Smith, Julie R.; Miner, Robert N.; Kirchenbauer, Christin M.; U'ren, Stephanie E.; Khan, Fahad F.; Rollins, Adrienne L.; Shandy, Debra L.; Payne, Bonnie V.; Clark, Richard; Daniels, Keith; Sutton, Sterling W.; Cannella, Samuel; Colen, Corey M.; Durkee, Danielle E.; Harris, Leeta G.; Ballinger, Barbara; Foster, Diana; Shumway, Tina A.; Webb, Johnetta J.; Schlueter, Patricia X.; Haworth, Lora; Allar, Mariah; Pope, Floritta R.; Rand, Jennifer M.

Cc: Moore, Rebecca K.; Archer, Pam J.; Locke, Melissa J.; Walker, Delbie E.; Freudenberger, Douglas W.; Paul, Johna S.; Aldridge, Tisha D.; Jarko, Chris S.; Jordan, Lynnette A.; Locke, Melissa J.; Dionne, Carla G.; EAC;; Alexander, Maria A.; Bergner, Larry D.; Dionne, Carla G.; Larcade, P. Jill; Montgomery, Juli; O'Connor, Brandie X.; Potts, Brenda S.; Rader, Kelli D.; Reed, Keith A.; Salisbury, Terri L.; Smith, James; Spohn, Mendy A.; Walker, Delbie E.; Allen, James R.; Archer, Pam J.; Baker, Kelly M.; Benson, Ann R.; Bradley, Kristy K.; Bryce, Terry J.; Caton, Lisa R.; Cline, Dr. Terry L.; Cook, Michael L.; Corpolongo, John M.; Cox-Kain, Julie; Downs, Brian; Dunn, Samuel T.; Ewald, Mike; Fox, Jan L.; Hall-Jones, Connie D.; Hann, Neil E.; Hartsell, Hank; Jacobi, Annette S.; Johnson, Tina R.; Jordan, Lynnette A.; Joslin, James; Kimble, L. Carter; Linstead, Lori D.; Lowry, Jon P.; Maisch, Don D.; Marshall, Joyce Y.; Martin, Beth M.; Martin, Lee D.; McElvany, Rocky; Nichols, Deborah J.; Pate, Derek; Pettit, Jacqueline; Rhoades, Edd; Rollins, Adrienne L.; Romero, Michael J.; Sellers, Tony D.; Sproat, Scott M.; U'ren, Stephanie E.; Winfree, Jana S.

Subject: 2017, 2nd Qtr Employee Recognition & Appreciation Awards



Employee of the Quarter Award:

Dawn Plumb

Informatics Division

Julie R. Smith
Pittsburgh CHD

Community Service Award:

Center for the Advancement of Wellness
Fahad Khan
Christin Kirchenbauer
Robert Miner
Debra Shandy
Stephanie U'ren

Bonnie Payne
Canadian CHD

Teamwork Award:

Consumer Health (PHS)
Barbara Ballinger Samuel Cannella
Richard Clark Corey Colen
Keith Daniels Danielle Durkee
Diana Foster Leeta Harris
Sterling Sutton

Parent Pro, Pittsburgh CHD
Lora Haworth
Mariah Allar
Patricia Schlueter
Tina Shumway
Johnetta Webb

Commendation Award:

Floritta Pope
Chief Operating Officer's Office

Jennifer Rand
Garfield CHD

We invite the winners of the Employee Recognition & Appreciation Awards to be recognized and receive their certificate at the following meeting.

Expanded Leadership Meeting,

Date: July 26, 2017 (Wednesday)

Time: 9:00 am

Location: Your local county health department via Video Conference or Central Office, conference room 806.

Let us know if you will be in Central Office or in the County Office and if you

can make it or if someone will accept the award on your behalf.

Contact Connie Hall-Jones at connieh@health.ok.gov if you need to video conference in to the Expanded Leadership Meeting if you will be at a different County Office from your county administrator.

Please let me know if you have any questions. Thank you so much



Sarah Waters

Employee Activities Council

Oklahoma State Dept. of Health

1000 NE 10th Street

Oklahoma City, OK 73117-1299

Main Phone: 405-271-5278

Direct Line: 405-271-9444 ext. 57928

Fax: 405-271-1402

E-mail: SarahMW@Health.ok.gov

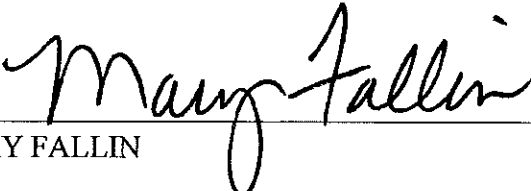
HHS Requests

- a. Notification shall contain: 1) a brief description of the proposed expense, including its cost, the reason for its necessity, and the costs (if any) that could attach to the State if the request is denied; and 2) any deadlines for receiving approval.
- b. Notification shall be submitted to the agency's Cabinet Secretary by: 1) the agency's governing board or commission, where applicable; or 2) the agency's Chief Administrative Officer, for those agencies without a governing board or commission.
- c. If the Cabinet Secretary denies a proposed expense or fails to provide the agency with an approval by the requested deadline, the agency may submit the notification as established in subsection (a), above, to me or my designee at the Office of the Governor for consideration.
- d. Written approval as provided in subsections (b) or (c), above, must be obtained prior to incurring any legal obligation to pay a proposed expense.

Copies of this Executive Order shall be distributed to all Cabinet Secretaries and to the Chief Administrative Officers of all State agencies for immediate implementation.

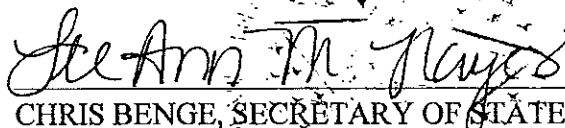
IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Oklahoma to be affixed at Oklahoma City, Oklahoma, this 26th day of October, 2015.

BY THE GOVERNOR OF THE STATE OF OKLAHOMA



MARY FALLIN

ATTEST:



CHRIS BENGE, SECRETARY OF STATE

Acting Assistant ~~SECRETARY OF STATE~~

Executive Order 2015-46 mandated several responsibilities for Cabinet Secretaries ([click here to read the Executive Order](#)). You will have a few responsibilities pertaining to this executive order.

HHS Cabinet Requests System

- All requests are now filtered through the HHS Cabinet Requests system
 - Purchase Requests (anything over \$10,000 and all memberships no matter the value)
 - Travel Requests (any Out of State non-essential travel)
 - Blanket Requests (purchases over \$10,000 that fall under the blanket category – same type of service but multiple vendors)
- All agencies in Dr. Cline's cabinet are required to submit these items for review
- Randy Keyes (56165 and Randall.keyes@omes.ok.gov) is the primary contact for issues with the system
 - He is an OMES employee
 - Housed onsite at OSDH and primarily serves OSDH
 - Can contact directly for problems, but make sure you ask when you need to submit a ticket (he can help with wording of tickets to the HelpDesk to ensure proper prioritization)
 - Jeff Cosby is a backup contact (56186 and jeff.cosby@omes.ok.gov)
- Waiting on Requester
 - If things are in this tab for more than half a day or so, it is helpful to contact the submitter and make sure they received the confirmation link
 - If there are server problems, the confirmation link may not go through
 - Requests cannot be processed without the requester confirming
 - You can resend the link by updating their email address if they did not get it (this auto-sends the confirmation link after you have updated the email address)
- Completed Requests Tab
 - If people can't locate their approval/denial email or if the server was having problems and it was never delivered, they may contact you about the status
 - If it has been processed and they haven't received the link, you can find it by searching the submitters name, email addressed, or amount of the request
 - You can screenshot the summary and send to them so they will have the approval ID or the denial

HHS Inbox

- You will also monitor the HHSCabinetRequests@health.ok.gov email inbox

- Questions about requests, additional necessary documentation that the system does not support, and requests for expedited processing come to the box
- Felesha and Julie also have access to the inbox
- It helps to notify them when there are any urgent requests pending in the inbox

HHS Phone Support

- As you learn the common user errors for the system, you will be able to help walk people through difficulties with submissions on the phone
- Until you are well-versed in these potential problems, take a message for Felesha or transfer them to her if she is available
- While she fields the calls, go into her office and listen to how she explains to them what to do
 - Take notes on what all she says
 - Study those notes later
 - As time goes on, you will be able to field those calls which is a tremendous time-saver for Felesha

HHS Daily Report

- This helps Felesha and Julie prioritize requests when there are high volumes that can't all be processed in one day
- This is sent daily at the end of the day (Felesha often works on it, as time allows, during the day so wait until towards the end of the day to complete it)
- See example spreadsheet

Orientation with Joy Fugett

- I highly recommend a tutorial/orientation with Joy Fugett
- She will show you the basics within the system
- She can also introduce you to the masterminds (Randy Keyes, Jeff Cosby, and sometimes Christopher Mayo – although he hasn't been lead on this project he is somewhat familiar)
 - It helps to know where their office is located
 - It helps to know them well because they are really good to respond in times of system crisis

Important Links:

[HHS Requests Login Page](#)

[Example HHS Daily Report](#) (can delete items and use as template) *If this hyperlink doesn't work (very likely) go to Commissioner Share Drive, HHS Docs folder, then click on any of the items that say "HHS Purchase Travel Blanket Submissions (Date) by Deadline Date"

**FILED**

OCT 26 2015

OKLAHOMA SECRETARY
OF STATE

Mary Fallin
Governor

EXECUTIVE DEPARTMENT
EXECUTIVE ORDER 2015-46

I, Mary Fallin, Governor of the State of Oklahoma, pursuant to the power and authority vested in me by Sections 1 and 2 of Article VI of the Oklahoma Constitution and by Subsection D of Section 840-2.14 of Title 74 of the Oklahoma Statutes, hereby order, in conjunction with the directives contained in Executive Order 2015-06:

1. Effective December 1, 2015, the Chief Administrative Officer of every "state agency"¹ shall provide to his or her respective Cabinet Secretary (as established by Executive Order 2015-07)² written documentation of a ten percent (10%) reduction in non-mission-critical agency expenses for the remainder of FY 2016 and the entirety of FY 2017. Such documentation shall include an explanation of how the dollars saved from said reduction will be reallocated to other needs within the agency.
2. Effective immediately, a moratorium be placed on non-essential out-of-state travel for all employees and officers of agencies that is paid for, in whole or in part, by the State of Oklahoma. This moratorium shall apply to all travel expenses not already incurred as of the date of this Order. Essential travel is expressly limited to travel that is: necessary to maintain professional accreditation that is otherwise unavailable within Oklahoma; critical to the performance of core agency functions; or required by the federal government or necessary to secure or maintain federal funding.
3. Effective December 1, 2015, advance written notification must be given for any proposed: agency, State, and public employee or officer membership(s) in any private or public organization; non-essential out-of-state travel for agency employees and officers that is wholly paid for by an entity other than the State; and non-emergency purchase(s)³ that exceed \$10,000.00 (collectively, "proposed expense").

¹ For the purposes of this Order, "state agency" shall share the meaning of that term as defined by 61 O.S. § 327(A), which is, "any department, board, commission, institution, agency or entity of state government."

² If an agency is not specifically listed in Executive Order 2015-07, or if a Cabinet Secretary's position becomes vacant after issuance of this Order, all information required by this Order shall be submitted to the Director of the Office of Management and Enterprise Services.

³ Emergency purchases are only those purchases that: 1) are unanticipated, with less than fourteen (14) calendar days' advance notice of a need for acquisition; 2) are necessary for the agency to fulfill its primary responsibilities as established by statute; and 3) without such purchase, would incur a definite, articulable, and significant detriment to the public interest.

047796

HHS
Daily
Report

6/13/17

Purchase Requests by Deadline Date

Contact Name	Amount	Deadline Date
Rich Edwards	\$ 500,000.00	5/30/2017
Regina Sackett	\$ 714,823.14	6/11/2017
Ruby Sherwan	\$ 90,050.00	6/12/2017
Kade Calico	\$ 87,209.64	6/12/2017
Kade Calico	\$ 13,350.39	6/12/2017
Rocky McElvany	\$ 33,718.99	6/12/2017
Edward Cloud	\$ 117,567.00	6/13/2017
Kimberely Helton	\$ 441,600.00	6/14/2017
Kimberely Helton	\$ 14,060.23	6/14/2017
Lisa Smith	\$ 55,000.00	6/15/2017
Sheila Killingsworth	\$ 225,000.00	6/15/2017
Joyce Marshall	\$ 476,196.00	6/16/2017
Dana Edminsten	\$ 16,500.00	6/16/2017
Teanne Rose	\$ 21,000.00	6/16/2017
Teanne Rose	\$ 31,285.44	6/16/2017
Jon Trushenski	\$ 2,105,959.83	6/16/2017
ra Edminsten	\$ 250.00	6/16/2017
Joyce Marshall	\$ 324,921.00	6/19/2017
Jon Trushenski	\$ 20,917.44	6/19/2017
Jon Trushenski	\$ 308,840.00	6/19/2017
Joyce Lopez	\$ 40,000.00	6/23/2017
Chris Ferguson	\$ 11,700.00	6/30/2017
April Jones	\$ 10,754.64	6/30/2017
Chris Ferguson	\$ 500.00	6/30/2017
Total Requests: 24		
HHS Link		

6/13/2017

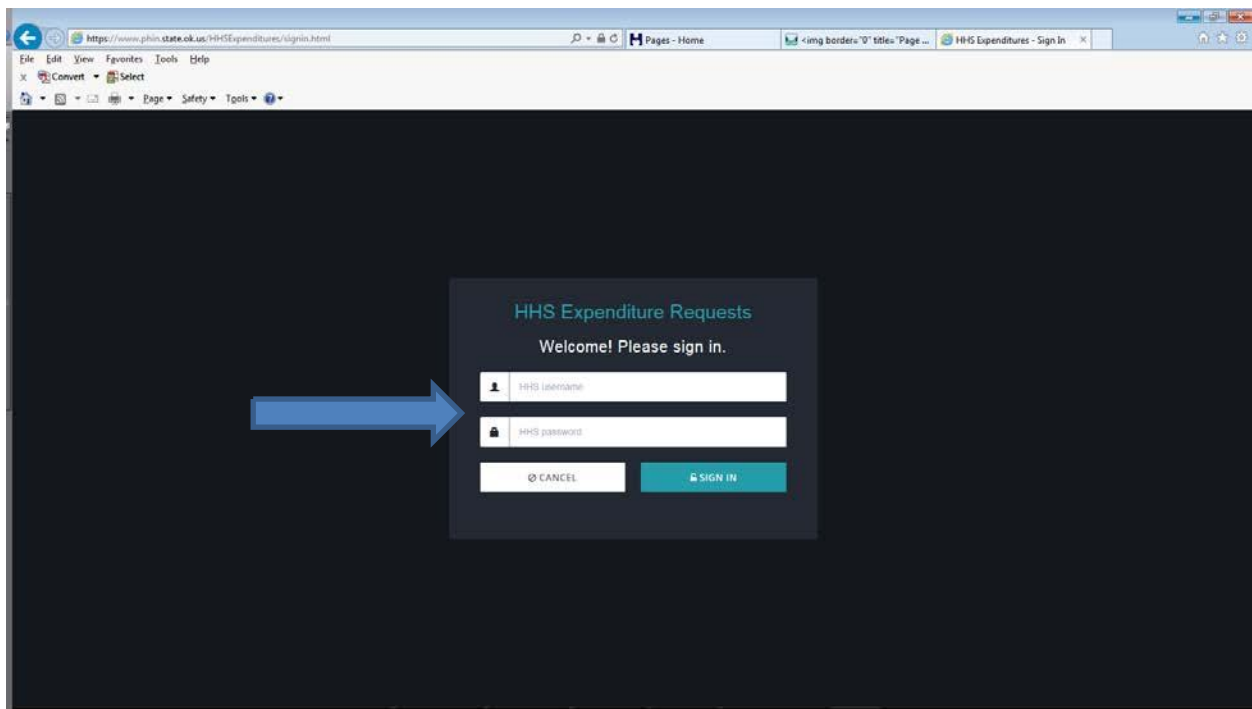
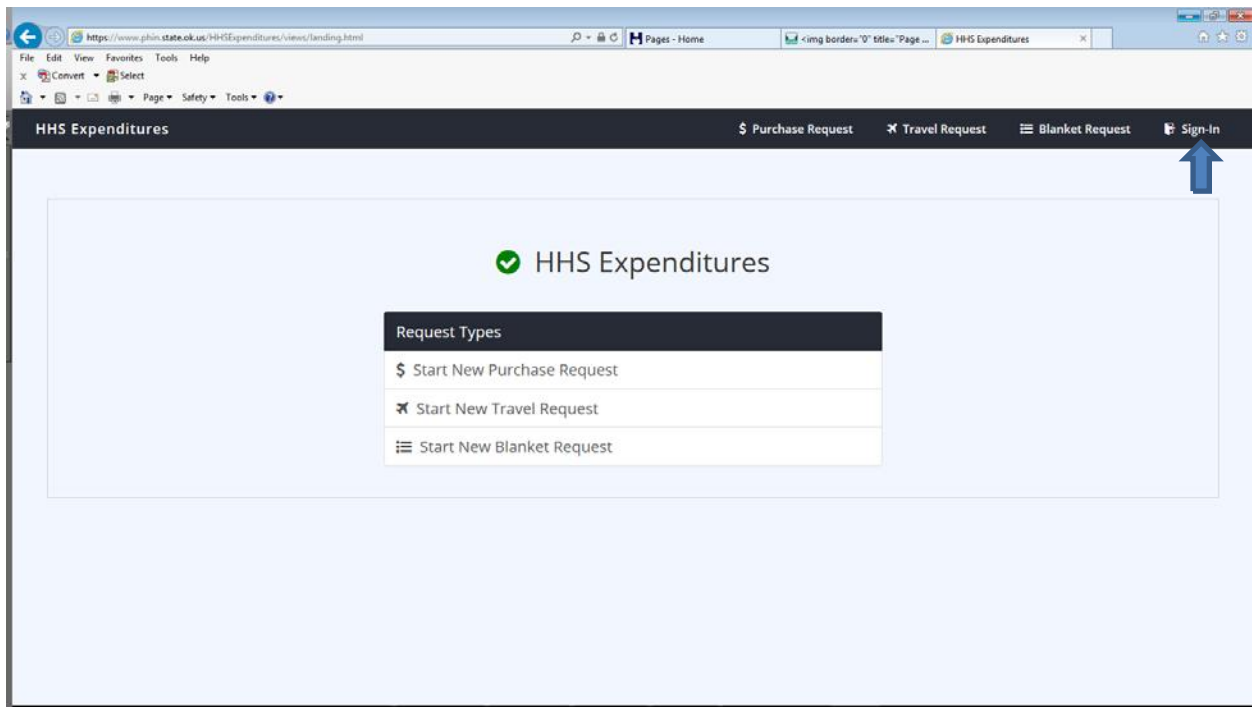
Travel Requests Deadline Dates

Contact Name	Amount	Travel Dates			Requested Deadline Date for Approval
Mike Cook	\$ 1,239.00	7/17/2017	to	7/20/2017	6/23/2017
Terri Cook	\$ 1,239.00	7/17/2017	to	7/20/2017	6/23/2017
Total Requests: 2					

6/13/2017

Blanket Requests

Requestor	Amount	Request Date
Rich Edwards	\$ 232,185.00	6/8/2017
Total Requests: 1		



https://www.phin.state.ok.us/HHSExpenditures/administration/expenditurerquests.html?id=2805

HHS Expenditure Requests

Approve/Deny Purchase Request Travel Request Blanket Request Sign-Out

Expenditure Requests

Purchase Requests Travel Requests Waiting on Requester Blanket Requests Completed Requests

Show 10 entries

Save Excel

Search:

Requester Email	Contact Name	Request Date	Deadline Date	Fiscal Year	Total Amount	Status	Action
chris.ferguson@funeral.ok.gov	Chris Ferguson	2017-06-05 12:54 pm	2017-06-30	2018	\$11,700.00	Requester Approved by chris.ferguson@funeral.ok.gov	summary edit approve decline
april.jones@okhca.org	April Jones	2017-06-08 02:23 pm	2017-06-30	2018	\$10,754.64	Requester Approved by april.jones@okhca.org	summary edit approve decline
chris.ferguson@funeral.ok.gov	Chris Ferguson	2017-06-12 11:32 am	2017-06-30	2018	\$500.00	Requester Approved by chris.ferguson@funeral.ok.gov	summary edit approve decline
		2017-06-12 05:07					summary edit approve decline

https://www.phin.state.ok.us/HHSExpenditures/administration/expenditurerquests.html?id=2805

HHS Expenditure Requests

Approve/Deny Purchase Request Travel Request Blanket Request Sign-Out

Expenditure Requests

Purchase Requests Travel Requests Waiting on Requester Blanket Requests Completed Requests

Show 10 entries

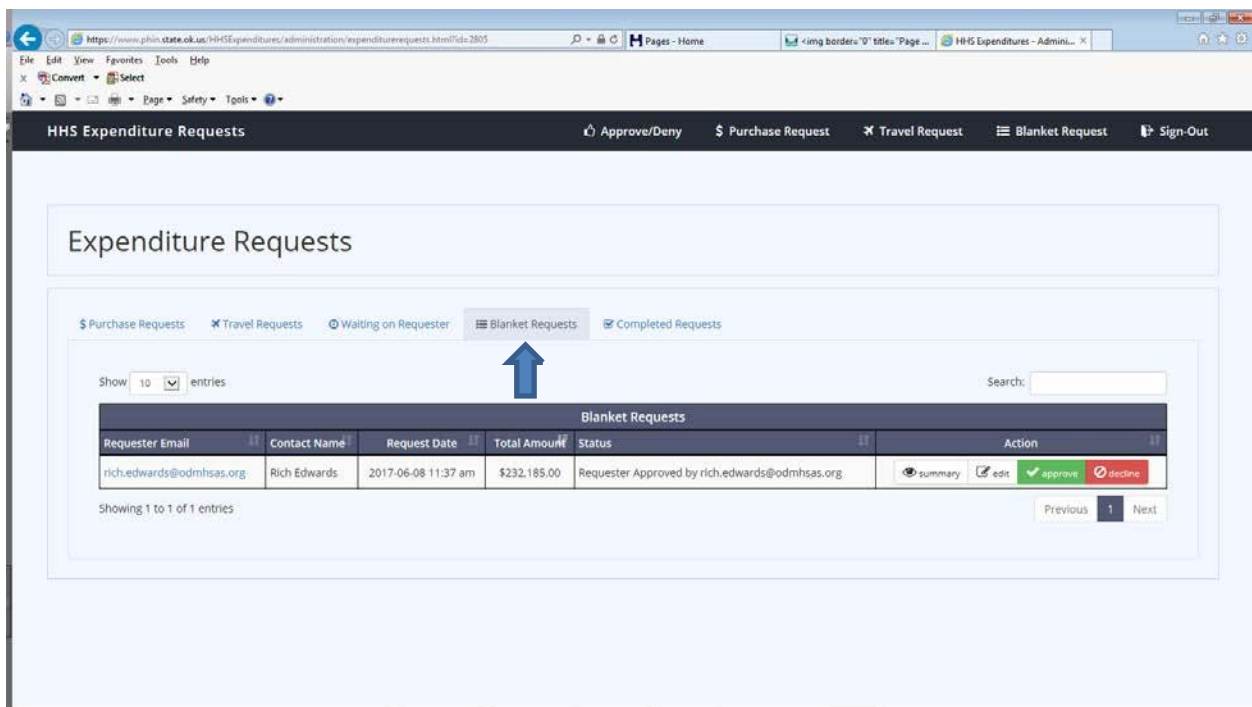
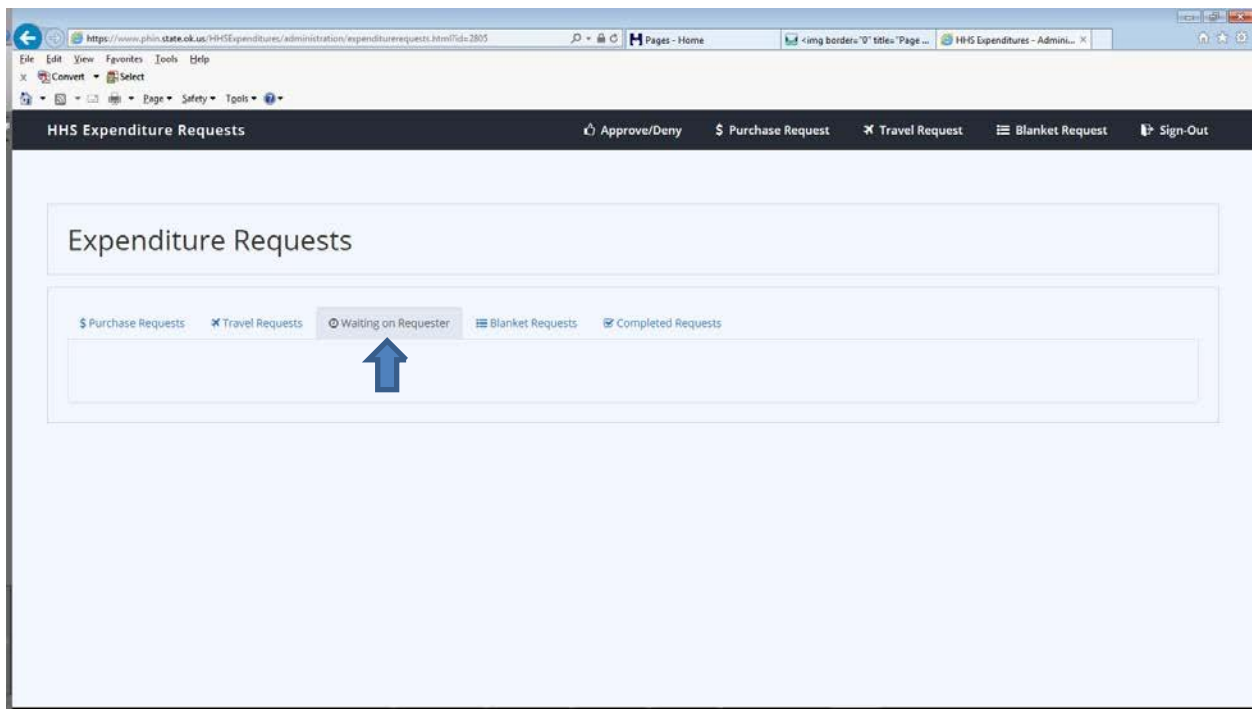
Save Excel

Search:

Requester Email	Contact Name	Request Date	Deadline Date	Fiscal Year	Total Amount	Status	Action
mikec@health.ok.gov	Michael Cook	2017-06-07 10:07 am	2017-06-23	2017	\$1,239.00	Requester Approved by mikec@health.ok.gov	summary edit approve decline
terrid@health.ok.gov	Terri Cook	2017-06-07 01:47 pm	2017-06-23	2017	\$1,239.00	Requester Approved by terrid@health.ok.gov	summary edit approve decline

Showing 1 to 2 of 2 entries

Previous 1 Next



https://www.phin.state.ok.us/HHSExpenditures/administration/expenditurerquests.html?dc=2805

Pages - Home

HHS Expenditures - Admini...

HHS Expenditure Requests


Approve/Deny Purchase Request Travel Request Blanket Request Sign-Out

Expenditure Requests

[\\$ Purchase Requests](#)
[✕ Travel Requests](#)
[⌚ Waiting on Requester](#)
[📄 Blanket Requests](#)
[☑ Completed Requests](#)

Show entries

[Export Excel](#)



Completed Requests						
Requester Email	Contact Name	Request Date	Fiscal Year	Total Amount	Status	Action
Tiffany.Lyon@okhca.org	Gina Kwiatkowski	2016-09-27 09:33 am	2018	\$110,400.00	HHS Cabinet declined by Felesha Scanlan	summary edit
Tiffany.Lyon@okhca.org	Gina Kwiatkowski	2016-10-03 08:58 am	2018	\$110,400.00	HHS Cabinet Approved by Felesha Scanlan -- Approval ID is 1977	summary edit
Folonda.cooper@okhca.org	Folonda Cooper	2016-11-10 03:12 pm	2018	\$85,000.00	HHS Cabinet Approved by Julie Cox-Kain -- Approval ID is 2110	summary edit
Folonda.cooper@okhca.org	Folonda Cooper	2016-12-16 02:28 pm	2018	\$45,000.00	HHS Cabinet Approved by Julie Cox-Kain -- Approval ID is 2215	summary edit
Folonda.Cooper@okhca.org	Folonda Cooper	2016-12-21 04:22 pm	2018	\$2,311,275.00	HHS Cabinet Approved by Julie Cox-Kain -- Approval ID is 2233	summary edit
Tiffany.Lyon@okhca.org	Gina Kwiatkowski	2017-01-10 10:05 am	2018	\$1,000,000.00	HHS Cabinet Approved by Felesha Scanlan -- Approval ID is 2282	summary edit

Fugett, Joy L.

From: Dana Edminsten <Dana.Edminsten@nursing.ok.gov>
Sent: Thursday, April 07, 2016 4:32 PM
To: Fugett, Joy L.
Subject: RE: HHS Request

I don't see that I received it. Is it possible to send again?

From: Fugett, Joy L. [<mailto:JoyLF@health.ok.gov>]
Sent: Thursday, April 07, 2016 4:08 PM
To: Dana Edminsten <Dana.Edminsten@nursing.ok.gov>
Subject: HHS Request

Good afternoon, Dana,

I just wanted to check in with you to see if you received a confirmation email regarding your \$25,000.00 HHS Request submitted yesterday. You should have received an email with a link to confirm or deny your request. It is likely it would have arrived in your inbox between 2:58 and 3:03 p.m. yesterday. However, it could have been a little later. If you still have not received the confirmation email, please let me know so I can make sure you get one. No decision can be made on a request until it has been confirmed by the requester.

Thanks, and have a great day!

Joy Fugett

Oklahoma State Department of Health
Executive Assistant, Commissioner's Office
1000 NE 10th Street
Oklahoma City, OK 73117
405.271.8180

Sample
Waiting on
Requester
emails

Fugett, Joy L.

From: Fugett, Joy L.
Sent: Friday, April 08, 2016 7:36 AM
To: 'Dana Edminsten'
Subject: RE: HHS Request

Sure! I will do that for you this morning.

From: Dana Edminsten [<mailto:Dana.Edminsten@nursing.ok.gov>]
Sent: Thursday, April 07, 2016 4:32 PM
To: Fugett, Joy L.
Subject: RE: HHS Request

I don't see that I received it. Is it possible to send again?

From: Fugett, Joy L. [<mailto:JoyLF@health.ok.gov>]
Sent: Thursday, April 07, 2016 4:08 PM
To: Dana Edminsten <Dana.Edminsten@nursing.ok.gov>
Subject: HHS Request

Good afternoon, Dana,

I just wanted to check in with you to see if you received a confirmation email regarding your \$25,000.00 HHS Request submitted yesterday. You should have received an email with a link to confirm or deny your request. It is likely it would have arrived in your inbox between 2:58 and 3:03 p.m. yesterday. However, it could have been a little later. If you still have not received the confirmation email, please let me know so I can make sure you get one. No decision can be made on a request until it has been confirmed by the requester.

Thanks, and have a great day!
Joy Fugett
Oklahoma State Department of Health
Executive Assistant, Commissioner's Office
1000 NE 10th Street
Oklahoma City, OK 73117
405.271.8180

Fugett, Joy L.

From: Fugett, Joy L.
Sent: Friday, April 08, 2016 7:41 AM
To: 'Dana Edminsten'
Subject: RE: HHS Request

Ok, Dana, the confirmation email should be coming to you soon. If you don't see it by mid-morning, please shoot me an email and I'll check into it further.

From: Dana Edminsten [<mailto:Dana.Edminsten@nursing.ok.gov>]
Sent: Thursday, April 07, 2016 4:32 PM
To: Fugett, Joy L.
Subject: RE: HHS Request

I don't see that I received it. Is it possible to send again?

From: Fugett, Joy L. [<mailto:JoyLF@health.ok.gov>]
Sent: Thursday, April 07, 2016 4:08 PM
To: Dana Edminsten <Dana.Edminsten@nursing.ok.gov>
Subject: HHS Request

Good afternoon, Dana,

I just wanted to check in with you to see if you received a confirmation email regarding your \$25,000.00 HHS Request submitted yesterday. You should have received an email with a link to confirm or deny your request. It is likely it would have arrived in your inbox between 2:58 and 3:03 p.m. yesterday. However, it could have been a little later. If you still have not received the confirmation email, please let me know so I can make sure you get one. No decision can be made on a request until it has been confirmed by the requester.

Thanks, and have a great day!
Joy Fugett
Oklahoma State Department of Health
Executive Assistant, Commissioner's Office
1000 NE 10th Street
Oklahoma City, OK 73117
405.271.8180

Fugett, Joy L.

From: Williams, Lisa D.
Sent: Thursday, March 24, 2016 3:42 PM
To: Fugett, Joy L.
Subject: RE: HHS Request

Good Afternoon Joy,

I appreciate your email. I have been out in training but I just went in and confirmed. Thank you so much! Lisa

From: Fugett, Joy L.
Sent: Thursday, March 24, 2016 3:34 PM
To: Williams, Lisa D.
Subject: HHS Request

Good afternoon, Lisa,

I see you submitted an HHS purchase request. You should have received a confirmation email regarding that request between 3:18 and 3:24 p.m. yesterday. Would you let me know if you haven't received that email so I can check into what has happened? If you have received the email, please go in and confirm or deny your request through the link provided in the email. Requests are not available for processing until the confirmation is complete.

Thanks,
Joy Fugett
Oklahoma State Department of Health
Executive Assistant, Commissioner's Office
1000 NE 10th Street
Oklahoma City, OK 73117
405.271.8180